Type 'request hybrid remote work arrangement' in Workday search bar and select the task.

Q	request hybrid remote work arrangement	0
	Request Hybrid <b>and</b> Remote Work Arrangement Task	

Start Date: Enter the start date of the arrangement. Date must be on or after current date.

Proposed End Date: Please enter the last day of the current fiscal year (ex. 06/30/2024) in the field unless your employment or this agreement are scheduled to end earlier.

Type:

Click the drop-down field to select your arrangement type.

Γ	Request Hybrid and Rem	note Work Arrangement		×	
	Hybrid and Remote Work Arrangen Start Date: Must be today or later Proposed End Date: Please enter th earlier.	nents are expected to be updated annually. he last day of the current fiscal year (ex. 06/30/2023)	unless your employment or this a	greement are scheduled to end	
	Start Date * 09/09/20 Proposed End Date * MM/DD/YY Position * Manager,	22 🛱 YY 🖻			
	Details Type * Search Hybrid Hybrid-Flexible Remote	i≡ > > >			
	Submit Save for I	Later Cancel			
Search	:=	Search	:=	Search	:=
← Hybrid		← Hybrid-Flexible		← Remote	
Set # of on-campus days p Details	er week	Flexible Schedule		Off-Campus     Request Annua	I Agreement Renewal
Type * Set # of on-cam week	pus days per [ 🗵 📃				
Days per Week					
Days of the Week	:=				

If Hybrid is selected, additional details are needed:

- Days per Week enter the number of days you will be on-campus per week
- Days of the Week select the days you will be on-campus per week from the drop-down list

## If you are currently on an approved Remote Arrangement and are requesting to continue, select 'Request Annual Agreement Renewal'.

Click Submit.

or

Once the task is submitted, you will be directed to complete a questionnaire.

Click the 'Complete Questionnaire' task from the pop-up

Select the 'Address Details' task from your inbox

Up Next	Address Datails	
op next.	Address Details	
View Details		

Awaiting	J Your Action	
	Address Details:	
	Inbox - 2 minute(s) ago	

Enter the address where you will be performing your hybrid/remote work on the questionnaire. The address must be in the following format: Street, City, State Abbreviation, Postal Code

# Example: 2 College Street, Providence, RI 02903

# **Complete Questionnaire**

'Hybrid & Remote Work Agreement Address Details' for Request Hybrid and Remote Work Arrangement:

Please indicat	e the location where your <b>of</b>	f <b>f campus</b> hybrid/remote v	vork will be performed	. It must be in the following form
Street, City, S	ate Abbreviation Postal Co	de		
Example:				
2 College Stre	et, Providence, RI 02903			
(Required)				

The request will go to your primary supervisor and Human Resources for review/decision.

- Important Note:
  - If you are requesting an initial Remote Work Arrangement, your request requires additional approval in accordance with the Hybrid and Remote Work Policy. You will be notified once a decision has been made regarding your Remote Work Exception Request. The arrangement is not considered final until approval has been documented and all electronic signatures on the agreement are complete.

Following approval of a hybrid or remote work request, you will be directed to sign the Hybrid and Remote Work Agreement in Workday.

Select the 'Request Hybrid and Remote Work Arrangement' task in your inbox.



Click the E-sign by Adobe Sign button.

Print Generated Document	$\overleftrightarrow$	XII	PDF	දුටු	С.
Review Documents for Request Hybrid and Remote Work Arrangement:					
3 minute(s) ago - Effective 09/08/2022					
Documents					
On this page, you can only download the original, unsigned version of the document.					
Document Hybrid and Remote Work Agreement 2022-09-08.pdf					
Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few secon documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your	nds for the browser.	e signatur	e status (	of the	
E-sign by Adobe Sign					
E-sign by Adobe Sign					

You will be directed to Adobe Acrobat Sign.

Read the Hybrid and Remote Work Agreement.

Click 'Start' to move to signature area or scroll to end of document.



To sign the document, click in the highlighted area. (\*Click here to sign)

				×
📕 Adobe Acro	bat Sign		?	) -
Options 🗸		Review Documents for Request Hybrid and Remote Work Arrangement:	Next required field	1
		EMPLOYEE AFFIRMATION: THROUGH MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE HYBRID AND REMOTE WORK POLICY AND ACCEPT THE CONDITIONS THEREIN. I UNDERSTAN THAT I AM NOT ABLE TO CHANGE THE LOCATION WHERE REMOTE WORK IS PERFORMED WITHOUT OBTAINING ADVANCE APPROVAL FROM MY DIRECT SUPERVISOR AND HUMAN RESOURCES. I UNDERSTAND AND ACKNOWLEDGE THAT I MUST COMPLY WITH ALL OF RISD'S RULES, POLICIES, PRACTICES, PERFORMANCE EXPECTATIONS AND INSTRUCTIONS AND THAT THE FAILURE TO DO SO MAY RESULT IN PRECLUSION FROM REMOTE OR HYBRID WORK AND/OR DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.	ND }	l
2	Start	*Click here to sign Sep 8, 2022		
C C		Employee		
2 1 0 2		Manager		Ŀ
τ		Human Resources		
2			_	
T		$\wedge$ $\downarrow$ $_{2}$ /2 $\mid$ $\ominus$ $\oplus$ $\pm$		×
Language English: US		♥ © 2022 Adobe. All rights reserved. Terr	ms Consumer Disclosure Trust Cookle preferen	ices 🗸
Close	)			

Your name will automatically appear in the signature text box. Click 'Apply' to use the defaulted signature or, if necessary, edit your name then click 'Apply'.



Click the 'Click to Sign' button at the bottom to complete your signature.

otions 🗸	Review Documents for Request Hybrid and Remote Work Arrangement:	Required fields completed 🐶
	THAT I AM NOT ABLE TO CHANGE THE LOCATION WHERE REMOTE WORK IS PERFORMED WITHOUT OBTAINING ADVANCE APPROVAL FROM MY DIRECT SUPERVISOR AND HUMAN RESOURCES I UNDERSTAND AND ACKNOWLEDGE THAT I MUST COMPLY WITH ALL OF RISD'S RULES, POLICIES, PRACTICES, PERFORMANCE EXPECTATIONS AND INSTRUCTIONS AND THAT THE FAILURE TO DO SO MAY RESULT IN PRECLUSION FROM REMOTE OR HYBRID WORK AND/OR DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.	
	The Employee         Sep 8, 2022           Employee         Sep 8, 2022	
	Manager	
	Human Resources	
	By signing, Lagree to this agreement, the <u>Consumer Disclosure</u> and to do business Click to Sign	

Click 'Submit' in Workday.

Review Docum	ents for Request Hybrid ar	nd Remote Work Arrangeme	nt	
Documents				
On this page, you c	n only download the original, unsig	ned version of the document.		
Document	Hybrid and Remote Work Ag	greement 2022-09-08.pdf		
Comment				

Click 'Done'.

The document will be routed to your supervisor and Human Resources for signatures.

The arrangement is not considered final until approval has been documented and all electronic signatures on the agreement are complete.

# A Workday notification will be sent once all signatures are complete.

Notifications	
Viewing: All  Vi	Request Hybrid and Remote Work Arrangement:
Request Hybrid and Remote Work Arrangement:	7 minute(s) ago Your request for a hybrid or remote work arrangement has been approved. Please contact your supervisor or HR Partner for further information.
Your Hybrid or Remote Work Arrangement O 7 minute(s) ago	Details Request Hybrid and Remote Work Arrangement:

The Hybrid and Remote Work Arrangement *details* can be viewed on the Employee Profile.

• From the employee profile, select 'Job' on the side bar and 'Hybrid and Remote Work Arrangements' from the top

	Actions		Job Details	Manager History	Management Chain	Hybrid and Remote Work Ar	rangements	Organizations	Suppor	t Roles Servio	ce Dates Wor	ker History
2 Ph	Image: Second se	H Team	Reques	st Hybrid and Remote	Work							
			4 items								xii =	┉ ः ः 🔳 🗷
88	Summary								Days			
ē	Job		Туре		Position	Supervisory Organi	zation	Start Date	per Week	Days of the Week	Proposed End Date	Available Actions
16	Compensation		Hybrid-Flexib	ble > Flexible Schedule	Manager,			09/09/2022			06/30/2023	End
Ø	Benefits											

Hybrid and Remote Work Agreement *agreement* can also be viewed on the Employee Profile.

• From the employee profile, select 'Personal' on the side bar and 'Documents' from the top

	Actions		Personal Information	Vaccinations	Workplace Tests	Emergency Contac	ts IDs	Documents My Jo	b Applications	
1	2 🖂	品	Generated Documents	1 item						
Ph	ione Email	Team	Document		Signature Type		Signed By		Signature Date	Upl
88	Summary		Hybrid and Remo Agreement 2022-	te Work 09-08.pdf	E-sign by Adobe Sign				09/08/2022 03:14:19 PM	PD F
ē	Job									
16	Compensation									
0	Benefits									
Ġ	Pay									
ē	Time Off									
L	Contact									
8	Personal									